



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FACILITIES SECURITY OFFICER I

Job Number: 20000674

Job Code: 23110V161016

Job Group: 2300 - POLICE PROTECTION

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in providing security for state public buildings and grounds; and performs other duties as required. (Does not have arrest powers.)

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in law enforcement, security or a related field will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be at least twenty-one years of age. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides security duties for public buildings and grounds to prevent trespass, theft, fire and other hazards. Performs patrol duties of buildings and grounds. Secures all buildings at designated time. Maintains daily logs of persons entering and leaving buildings after designated times. Reports all suspicious or illegal activities to designated authorities. Monitors motor pool activities. Receives and directs individuals to proper areas. Performs traffic control duties. Attends law enforcement and security training.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title may be required to apply physical force in apprehending suspects, as well as any other hazards associated with law enforcement. Extensive walking may be required to maintain security.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.